

# PAST PERFORMANCE QUESTIONNAIRE AND INSTRUCTIONS

**PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS**  
**HQ MILITARY TRAFFIC MANAGEMENT COMMAND**  
**Contracting Center**

The information obtained from this questionnaire will be utilized to evaluate the past and present performance of offerors submitting proposals in response to the solicitation W81GYE-04-R-0022. The information you provide will be instrumental in allowing the Government to evaluate how well the contractor performed under your contract(s).

- a. Please complete all sections of the attached questionnaire. Include your name and title, organizational address, e-mail address, telephone and fax number.
- b. Include the contractor's name and address, the title and/or description of the type of work performed, the award number, the value of the contract (including options), the award and completion date of the project and the type of award/solicitation.
- c. Use the following rating scale to rate each performance element.

**4 = Excellent: Clearly surpassed all minimum performance standards.**

**3 = Good: Exceeded some of the minimum performance standards.**

**2 = Adequate: Met all of the minimum performance standards.**

**1 = Unacceptable: Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective**

**N/A =Non-applicable**

- d. Comments are encouraged and would be appreciated. The last page may be used if additional space is needed for comments. Clear handwritten responses are sufficient.
- e. Please mail or email or fax your response to Elvie Thompson. Mrs. Thompson's numbers and addresses are included on the last page of the questionnaire.

Thank you for your time and participation.

YOUR NAME & TITLE	YOUR ORGANIZATIONAL ADDRESS		TEL NO. FAX:	
CONTRACTOR'S NAME & ADDRESS	TITLE OR DESCRIPTION OF REQUIREMENT:		E-MAIL:	
CONTRACT NUMBER/IDENTIFIER:	CONTRACT VALUE (INCLUDING OPTIONS):		CONTRACT TYPE: <input type="checkbox"/> FIXED PRICE <input type="checkbox"/> COST + FEE <input type="checkbox"/> COMPETITIVE <input type="checkbox"/> NON-COMPETITIVE <input type="checkbox"/> SET-ASIDE	
		CONTRACT AWARD & COMPETION DATE:		

  

PAST PERFORMANCE ELEMENT	RATING					COMMENTS
	1	2	3	4	NA	
<b>Quality of Product or Services</b>						
1. To what extent did the contractor comply with contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If reports were required, were they accurate in meeting contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. To what extent did the contractor use appropriate personnel for contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. To what extent did the contractor display technical excellence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Timeliness of Performance</b>						
1. To what extent did the contractor meet interim milestones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. To what extent was the contractor reliable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. To what extent was the contractor responsive to technical directions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. To what extent did the contractor complete contract performance on time, (adhere to contract schedule, including wrap-up and administration)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Were liquidated damages assessed? If yes, provide details such as dollar amount in comment area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Cost Control</b>						
1. To what extent did the contractor stay within the budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. To what extent was the contractor relationship of negotiated costs to actual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. To what extent did the contract effectively forecast contract cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. There were no cost issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. To what extent did contractor control loss/damages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Business Relations</b>						
1. To what extent did the contractor display effective management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. To what extent did the contractor generate businesslike correspondence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. To what extent was the contractor responsive to contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. To what extent did the contractor notify the government of problems or potential problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. To what extent was the contractor reasonable and cooperative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. To what extent was the contractor flexible in responding to changing needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. To what extent did the contractor take pro-active measures in lieu of "knee-jerk" reactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. To what extent were contractor recommended solutions effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. To what extent did the contractor maintain and meet goals of an effective subcontracting program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Management of Key Personnel</b>						
1. To what extent did the contractor select key personnel appropriate to meet Contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. To what extent did the contractor retain qualified key personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. To what extent were the action taken by key personnel supported by the Corporation or home office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. To what extent did the contractor replace of key personnel due to cause or provide immediate replacement upon vacancies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. To what extent were the technical expertises of key personnel used or the extent key personnel gained expertise from the contract performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4	<u>EXCELLENT</u>	<b>PLEASE RETURN COMPLETED PAST PERFORMANCE QUESTIONNAIRES TO:</b> MTMC HQ MTAQ-P/Woodrow Bell 200 Stovall St. Hof II –12S45 Alexandria, VA 22332-5000 Phone: 703-428-3474 E-MAIL: <a href="mailto:thompsonelvie@mtmc.army.mil">thompsonelvie@mtmc.army.mil</a> Fax Number: 703-428-3381
3	<u>GOOD</u>	
2	<u>ADEQUATE</u>	
1	<u>UNACCEPTABLE</u>	
NA	<u>NOT APPLICABLE</u>	